# Account Link Inbox

## Module Guide: Account Link Box

### Module Location

Settings > Accounting Settings > Account Link Box

### Module Purpose

The **Account Link Box** module is an advanced utility designed for performing mass updates on account mappings for specific master data groups, such as Items/Services, Customers/Suppliers, or Asset Groups. While the **Account Link** module sets the *default* account mappings, this module allows users to efficiently **override** those defaults for specific items or groups, providing more granular accounting control.

## 1. Account Link Box Selection Page

This is the initial navigation page where the user chooses the master data category whose account mappings will be managed.

### View Explanation

- **Category List**: Displays the master data categories that can be managed.
    - Items/Services
    - Customers/Suppliers
    - Asset Groups

- **Action Buttons**:
    - **Open Box**: A button to enter the detail page of the selected category.

## 2. Account Link Box Detail Page (Example: Items/Services)

After selecting a category (e.g., Items/Services) and clicking "Open Box," the user is directed to the mass update page.

### View Explanation

- **Data Filter**: Allows the user to filter the items to be displayed by **Item/Service Type** and **Category**.
- **Mass Update Area**: The upper section of the page, used to apply a single account to multiple items at once.
    - Each row represents a type of account that can be linked (e.g., `Account for inventory of goods/services`, `Account for WIP`, `Account for sales`).
    - To use, check the box on the left, select an account from the dropdown, and then click Save. That account will be applied to all items displayed in the table below.
    - There is an option to select all currencies or a specific currency.
- **Details Table**: Displays a list of items (goods/services) along with their current account mappings for each function (Purchasing, Production, Sales, Inventory, etc.).

- **Action Buttons**:
    - **Save**: Saves all changes made.
    - **Cancel**: Discards the changes.
    - **Export to MS Excel**: Downloads the detailed account mapping data in Excel format.

## 3. Steps for Mass Update

- From the selection page, choose a category (e.g., **Items/Services**) and click **Open Box**.
- Use the filters to display the group of items you want to update. Click **Display**.
- In the **Mass Update Area**, check the box next to the account type you want to change (e.g., **Account for COGS**).
- Select the new CoA account from the dropdown in the same row.
- Click **Save**. The COGS account for all items displayed in the table will be updated to the new account you selected.

## 4. Integrated Workflow & Business Process

This module provides a more specific hierarchy of account mapping. The mappings set here (e.g., per item) will take precedence over the general mappings set in the **Account Link** module.

- **Example**: In **Account Link**, the default sales account might be `4-1000 General Sales`. However, for the "Electronic Goods" group, you can use this **Account Link Box** to set their sales account to `4-1100 Electronics Sales`. When one of the electronic items is sold, the system will journal the revenue to `4-1100`, not `4-1000`.

- This allows for much more detailed profitability analysis per product line or item category.

## 5. Tips & Important Notes

- This is a very **powerful tool**. Use it with caution, as a single action can change the accounting mapping for hundreds or thousands of master data records simultaneously.

- It is very useful during initial data migration or when there is a restructuring of the Chart of Accounts (CoA).

- Use the **Export to MS Excel** feature to review the current mappings before making major changes.

- Access to this module should be highly restricted and granted only to system administrators or senior accounting managers.

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Revision #1
Created 22 October 2025 09:32:08 by Muhammad Ali Akbar
Updated 22 October 2025 09:34:06 by Muhammad Ali Akbar